



## **PARK ASSISTANT MANAGER III**

### **Characteristics of Work**

This is administrative and supervisory work in assisting the Park Manager of a Class III state park in the overall operation of the facility. Work includes organizing and supervising park work crews. Supervision is exercised over subordinate employees and the incumbent works under the direct supervision of the Park Manager.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Greets park visitors and assists them in understanding and enjoying all park facilities.

Administers and ensures the enforcement of all orders and laws of the Commission on Natural Resources and the State of Mississippi.

Assists the Park Manager in the overall operation and maintenance of park facilities.

Prepares the necessary forms, reports, and records as prescribed by the Park Manager in order to ensure an accurate accounting of all funds received and expended within the park.

Plans, assigns, and directs the work of subordinate employees.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Maintains a sound and stable relationship with the visiting public and provides assistance if necessary.
2. Acts as manager and overseer of park operations at the request of the Park Manager.
3. Supervises employees to ensure proper park operation.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel

Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable requirements may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Taste/Smell:** Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

**Motor Coordination:**

While performing the duties of this job, the incumbent is regularly required to sit, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to climb or balance and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in management, recreation and parks administration, or a related field,

**AND**

**Experience:**

Six (6) months of experience in work related to the above-described duties;

**OR**

**Education:**

Graduation from a standard four-year high school or equivalent (GED),

**AND**

**Experience:**

Four (4) years and six (6) months of experience in work related to the above-described duties.

**Substitution Statement**

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

**Examination Requirements**

Upon meeting the minimum qualifications, a written exam is required.